

INFORMATION FOR APPLICANTS REGISTERED FOR THE 2006 FIREFIGHTER EXAMINATION

The 2006 Firefighter Examination will include three components: the Written Ability Test, the Work Style Questionnaire, and the Life Experience Survey. At the exam, you should complete the Work Style Questionnaire and the Life Experience Survey as honestly and accurately as you can. If it is determined that you have misrepresented yourself, you may be disqualified from the assessment/appointment process.

EXAMINATION PREPARATION GUIDE

The 2006 Firefighter Exam Orientation & Preparation Guide will not be mailed to applicants. It is available for download in the 2006 Firefighter Exam Info & Guide section on the Human Resources Division (HRD) Civil Service Unit website www.mass.gov/civilservice. If you cannot download or print this guide, please contact the Civil Service Unit at our e-mail address: CivilService@hrd.state.ma.us or at the Examination Info-Line phone number: 617-878-9895. Please include your name, address, and phone number in the message. If e-mailing, please include **"Request for 2006 Guide"** in the subject line of the message. A copy of the guide will be mailed to you.

SAMPLE ANSWER SHEET & SPECIAL CODES FOR LANGUAGE ABILITIES/402 PREFERENCES

HRD will be using a new Answer Sheet for this exam. You may download a Sample Answer Sheet to familiarize yourself with the format of this new answer sheet. If you are fluent in a language other than English, or if you are claiming Chapter 402A or Chapter 402B preference, you will be required to fill in the bubbles on the Special Codes Section of the actual answer sheet at the exam. Please download the Special Codes Info Sheet for instructions. Both the Sample Answer Sheet and Special Codes Info Sheet are available on the HRD Civil Service Unit website, **2006 Firefighter Exam Forms** section.

RESIDENCY PREFERENCE FORMS

At the exam, you will be asked to fill in a form designating the community in which you reside and three other communities in which you would accept employment. You must download the worksheet for that form and the Fire Departments Covered By Civil Service Exam code sheet. This information is available on the HRD Civil Service Unit website, **2006 Firefighter Exam Forms** section.

CREDIT FOR EMPLOYMENT OR EXPERIENCE AS A FIREFIGHTER

If you have worked as a full-time, part-time, reserve or intermittent Firefighter and wish to claim credit for this employment, you must complete the **Open Competitive Employment or Experience Credit Information Sheet** and supply supporting documentation from the department(s) in which you were employed. This form and directions for completing it may also be found on the HRD Civil Service Unit website **2006 Firefighter Exam Forms** section.

EMT QUALIFICATION & VETERAN'S STATUS

HRD accepts photocopies of current EMT licenses (must be issued by Massachusetts Department of Public Health) as documentation of an EMT qualification. You will be asked to submit the documentation at the exam. Similarly, if you are a qualified veteran and wish to have your veteran's status applied toward this exam, please submit a photocopy of your DD214-Member 4 Form. A qualified veteran who is currently on full-time active duty may submit an official letter from his or her Commanding Officer verifying his or her veteran's status. Veterans & active duty military applicants can find additional information in the Veteran & Active Duty Military Applicant Information section of the HRD Civil Service Unit website www.mass.gov/civilservice.

ON-LINE APPLICANT INFORMATION

You may access a copy of your exam site assignment (notice to appear), exam score, rank/standings on a civil service list after it is established, and additional information by clicking on the **Standings & On-line Applicant Record Information System** <https://www.csexam.hrd.state.ma.us/standings/>.

You must register as a first time user, <https://www.csexam.hrd.state.ma.us/standings/registration.asp>, if you have not used this system before.

FORGOT YOUR USERID AND PASSWORD?

Please visit our UserID & Password Retrieval System <https://www.csexam.hrd.state.ma.us/standings/password.asp> and your account information will be e-mailed to you. If you no longer have access to the e-mail address used to create an account in our system, you will need to submit an Account Reset Request in which you must fully identify yourself. Account Reset Requests can be submitted by e-mail to CivilService@hrd.state.ma.us or by fax to 617.727.0399 with the subject line "Account Reset Request."